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Family Policy Council Request for Qualifications and Quotations (RFQQ)

July 17, 2007

The Washington State Family Policy Council (FPC) is a family-community-state partnership that involves communities in reducing child abuse and neglect, youth substance abuse, youth violence, domestic violence, youth suicide, teen pregnancy, and dropping out of school.

Section 1: Purpose of the Request for Qualifications and Quotations (RFQQ)

The Family Policy Council has several on-going projects and anticipates time-limited projects that will require personnel resources that exceed available state resources. It is necessary to augment state staff with private sector vendors. The Family Policy Council seeks to competitively establish a Pre-Qualified Vendor List to provide to the Family Policy Council Purchased/Personal Services in each of the categories below. Qualified vendors will be placed on a list categorized by skill type and skill level. A vendor may qualify to be listed in one or more categories. It is not necessary for a vendor to qualify for all of the anticipated skill types and skill levels

At the sole discretion of each Family Policy Council member agency or Community Public Health and Safety Network, the Pre-Qualified Vendor List may also be used to provide to the Family Policy Council member agency or local affiliate Purchased/Personal Services for on-going or time limited projects that require personnel resources that exceed available state or Network resources.

Categories of Purchased/Personal Service Skill Types

1. Communications
2. Database Design, Maintenance or Support
3. Data Gathering, Analysis and Presentation
4. Direction of Adult Education Resources in Decentralized Learning Organization
5. Educational Event Management
6. Evaluation – for Programs and Comprehensive Community Initiatives
7. Meeting Design and Facilitation
8. Operational Auditing
9. Policy Analysis or Advice
10. Public Will Development
11. Resource Materials
12. Service System Mapping and Analysis
13. Strategy Development Focused to Amplify the Impact of Social Change and Expand Public Engagement
14. Training/Technical Assistance
15. Web Design Consultation

The Family Policy Council (FPC) invites candidates qualified to provide these services to participate in the development of a Pre-Qualified Vendor List. The FPC intends to use this list for future Statements of Work (SOW) which the FPC may have need to issue for specific Purchased/Personal Services related to the categories of service skills listed above. An issued SOW may result in a contract award for that service for a specific term of engagement.

The Family Policy Council Pre-Qualified Vendor List will be used to accelerate the standard state Candidate Selection Process, by satisfying, in advance, the state advertising and contracting requirements for a standard Washington State Candidate Selection Process, hereafter known herein as the Tier Two Process.

Vendors are encouraged to qualify for this Family Policy Council Pre-Qualified Vendor List which will remain in effect for a period of five (5) years (August 2007 through June 2012) contingent upon funding. The Family Policy Council reserves the option to re-open the Request for Qualifications and Quotations, at times and for reasons that are at its sole discretion, to add to the list throughout the five year effective period.

Establishment of a Pre-Qualified Vendor List is Tier One of a two tiered process. Tier Two is the selection of individual candidates from this established list for specific Purchased/Personal Services identified by the Family Policy Council as needs arise.

Only vendors placed on this Family Policy Council Pre-Qualified Vendor List from this process will be eligible to compete for Family Policy Council Tier Two Processes for the skill types listed in this RFQQ. Once listed, vendors will usually not be required to submit to general vendor inquiries; instead both FPC and the vendors will focus on the Family Policy Council's specific Purchased/Personal Service requirements.

This Family Policy Council Pre-Qualified Vendor List shall not preclude the FPC from issuing, or other non FPC listed vendors from participating in, other Non Tier Two Processes for Purchased/Personal Services during the period the vendor list is in effect.

The Family Policy Council will draw Purchased/Personal Services from this Pre-Qualified Vendor List. When it has a need for Purchased/Personal Services, the Family Policy Council will send a Request for Interest, Availability and Resume to all vendors whose skill type and skill level are appropriate for the work. Draft Statements of Work, which will define specific service requirements, will be provided to all vendors on the Pre-Qualified Vendors List. Interested vendors then will be requested to send specific documents requested by the Family Policy Council for that project.

The Family Policy Council will select the best candidate from among the submitted proposals. The best candidate will be determined by an evaluation of the criteria specified for each Tier Two Process. The process will likely include a basis for evaluation of the candidate's experience, skill match with the skills required for the specific projects, references, and a personal interview to be conducted either by phone or in person (at vendor's expense). The final Statement of Work and project budget will be negotiated with the selected service provider. The Family Policy Council may then prepare a Purchased/Personal Service Contract for execution by the selected vendor.

Acquisition Authority

The Office of Financial Management (OFM) has agency oversight for Personal Services Contracts. Any Personal Services Contracts exceeding the dollar threshold designated by OFM shall have benefit of OFM oversight.

Acquisition Process – Tier One

The Tier One process represented by this invitation is designed to create a Pre-Qualified Vendor List. The Family Policy Council intends to draw Purchased/Personal Services from this list for specific engagements identified in Family Policy Council prepared Draft Statements of Work as needs arise. This process requests qualifying proposals from vendors. These proposals will be evaluated. Only Family Policy Council qualified vendors will be selected for the list. The final selections, if any, will be made from those proposals which, in the opinion of the Family Policy Council, best meet the requirements set forth in this RFQQ Solicitation and are in the best interest of the Family Policy Council and the State of Washington. Selection of vendors for the list will be based on the most successful responses to:

1. Experience and work effectiveness with decentralized partnerships like the Family Policy Council
2. Experience and qualifications to perform work in the category (and associated subcategories) selected by the vendor as a part of the application for inclusion on the Pre-Qualified Vendor List
3. Certification by the vendor of the following:

- No significant termination for performance in a contract with the state for 5 years
- Acceptance of the Tier Two Candidate Selection process
- Acceptance of the Family Policy Council's General Contract Terms and Conditions
- Acceptance of the Family Policy Council's Administrative requirements

Successful vendors who have been included on the Pre-Qualified Vendor List as a result of the RFQQ must notify the Family Policy Council promptly of any change of name or ownership. Failure to promptly notify the Family Policy Council of such changes may be grounds for removal of the vendor from the list.

The Family Policy Council will make a determination within 45 days of receipt of the change as to whether the company in question has changed so significantly that it is no longer entitled to remain on the existing Pre-Qualified Vendor List generated by this RFQQ. If the Family Policy Council determines that the new company must qualify on its own merits to become a member of the Pre-Qualified Vendor List then the new company must wait until the next open application period to apply. If the Family Policy Council determines that the company in all important aspects is essentially the same as its predecessor and can provide equivalent services, the Family Policy Council will update the contact and other relevant information and keep the vendor on the list to meet the Family Policy Council's needs.

Term of the Contract

The Family Policy Council Pre-Qualified Vendor List resulting from this acquisition will remain in effect for five (5) years from the award date, unless cancelled earlier by the Family Policy Council.

Acquisition process – Tier Two

Vendors may choose to respond to procurement for a project by sending documents requested by the Family Policy Council for that project, which may include a request for an updated resume, draft statement of work, period of performance, desirable qualifications, and/or request for recommendations for carrying out the Family Policy Council Draft Statement of Work in ways that will optimize results with available resources. Candidates must meet these requests in order to be considered in the Tier Two process.

For procurements over \$20,000, the Family Policy Council will send procurement to each vendor on the Pre-Qualified Vendors List that has the specific skill-set and qualifications that match Family Policy Council project needs. For procurements between \$5,000 and \$19,999, the Family Policy Council reserves the right to limit the number of vendors who will receive procurement announcement to those most qualified for the project.

Vendor Pricing and Tier Two Scoring Criteria

The Family Policy Council is committed to obtaining Personal and Purchased Services at the best competitive prices. Because of the nature and complexity of individual Family Policy Council projects, qualifications, proximity, and the match between a vendor and the community that will benefit from the project have major effects on price at any given time. The Tier One process requires vendors to provide not-to-exceed price quotations (usually an hourly or daily rate) for each of the specific skill categories relevant to the vendor. During the Tier Two process, which will include negotiation of the final Statement of Work and deliverables, the vendor may quote prices below the not-to-exceed quotes in Tier One.

Tier Two procurements (other than legally permitted exceptions such as sole source) will be conducted using the following evaluation criteria. The Family Policy Council retains the right to vary the percentages listed below based on the needs of individual service requests.

Qualifications	70%
References	15%
Cost	15%
	100%

The Family Policy Council reserves the right to not be limited to the lowest cost proposal.

Legal Framework for Purchased/Personal Services

Purchased Services means services provided by a vendor to accomplish routine, continuing and necessary functions. RCW 39.29.006(9); *Personal Services* means services provided by a vendor that are professional or other technical expertise provided by a consultant to accomplish a specific study, project, task or other work statement. RCW 39.29.006(7)

Section 2 – Background

The Washington State Family Policy Council (FPC) is a family-community-state partnership that involves communities in reducing child abuse and neglect, youth substance abuse, youth violence, domestic violence, youth suicide, teen pregnancy, and dropping out of school. We bring together the strengths of professionals from the fields of education, health, social services, justice, faith, and private business to develop comprehensive change that improves the lives of children and their families. The Family Policy Council provides education, technical assistance, facilitation, and other direct supports to community and policy groups. Throughout our work we hold a fundamental respect for the wisdom of every person. The Family Policy Council improves policies, cross-system strategy, practice, and evaluation. We affect healthy early childhood development, family functioning & parenting behavior, protection of vulnerable children & youth, youth social/emotional health, and school success and other outcomes that contribute to reducing major social problems.

Collaborative councils at the local and state levels compose the structure of the Family Policy Council partnership, with the state council having oversight responsibility for the local boards. Statute enacted in 1994 specifies the ten members of the Family Policy Council:

- Representatives of the Governor and Superintendent of Public Instruction,
- Four legislators
- The executives of four state agencies – Social and Health Services, Health, Employment Security, and Community, Trade and Economic Development.

There are currently 39 state funded Community Public Health and Safety Networks – the local affiliates of the Family Policy Council. Community Networks are special-purpose entities formed by the state whose 23 board members represent a mix of citizens with no fiduciary interest in any social, public health, justice, or education system and professionals from those systems plus local government, the faith community, and others. Each Community Network has a public fiscal agent (county, city, educational service district, etc.) that assures responsible use of public funds. Local Community Networks create strategic variation to the public and private service system. Each community decides and measures what will work to improve the lives of families and children.

Section 3 – Administrative Requirements

The RFQQ Coordinator is the point of contact in the Family Policy Council for this selection action. Communication between the prospective vendor and the Family Policy Council upon receipt of this RFQQ Solicitation shall be with the RFQQ Coordinator, as follows:

Bill Hall, RFQQ Coordinator

Washington State Family Policy Council; PO Box 45015 Olympia, WA 98504-5015

Phone: 360-902-7883 Fax 360-902-7853; E-mail: hallwf1@dshs.wa.gov

All questions concerning the RFQQ should be submitted in writing to the RFQQ point of contact listed above (Bill Hall). To expedite the question and answer process, please send questions by e-mail to Bill Hall at hallwf1@dshs.wa.gov prior to August 12th at 4:30 p.m. Pacific Time. The Family Policy Council will be bound only to the Council's written answers to questions.

Schedule of Events

The Family Policy Council plans the following schedule of events.

<u>Date</u>	<u>Event</u>
July 17, 2007	Issue RFQQ 07-01
August 12, 2007	Questions submitted to RFQQ Coordinator via e-mail before 4:30 p.m. Pacific Time
August 13, 2007	Qualifications and Quotations Submittals Due by 4:30 p.m. Pacific Time in the Family Policy Council office: PO Box 45015 Olympia, WA 98504-5015 or for hand delivery: First Floor, Office Building 2, 14 th and Jefferson Street, Olympia Washington
August 15, 2007	Release decisions: vendors selected for Pre-Qualified Vendor List
August 17, 2007	Last date for accepting written complaints
August 18, 2007	Begin Tier Two selection process for projects as Family Policy Council needs emerge
The Family Policy Council reserves the right to revise the above schedule.	

Submission Proposal and Format

Successful proposals must contain one (1) original paper copy and one (1) electronic version submitted via e-mail or on a CD in WORD format. Clearly mark your response: Family Policy Council RFQQ 07-01, Attn: Bill Hall, RFQQ Coordinator.

The paper copy must have an original signature from a person with authority to contractually obligate the entity. Proposals submitted by fax will not be accepted and will be considered non-responsive. The proposal, whether mailed or hand delivered, must arrive at the Family Policy Council at the address, date and time indicated above.

Late proposals will not be accepted and will be automatically disqualified from further consideration. It is the vendor's responsibility to confirm that their proposal has in fact been received.

Response Property of the Family Policy Council

All proposals and any accompanying documentation become the property of the Family Policy Council and will not be returned.

Cost of Preparing the Proposal

The Family Policy Council shall not be responsible for any costs incurred in the preparation or the submission of the proposal.

Cancellation or Re-issuance of the RFOQ

The Family Policy Council reserves the right to cancel or re-issue this RFQQ in whole or in part and for any reason at the sole discretion of the Family Policy Council at any time prior to the creation of the List of Pre-Qualified Vendors.

Section 4: Tier One Qualifications and Quotations Submittal Process

Interested parties will provide a *Qualifications and Quotations Submittal* that describes your qualifications and quotations for delivering work in selected Categories of Purchased/Personal Services Skill Types (Appendix One of this RFQQ). The proposal must be received in the Family Policy Council office on or before August 13, 2007 at 4:30 p.m. Pacific Time.

The submittal must have three parts, which must be limited to no more than:

Part One: Five pages, including a cover letter, contact information, a list of the categories you are applying for, your geographic availability, general references, and a description of your general qualifications (answers to questions g1-g6 below), and;

Part Two: A bio, resume or curriculum vitae for the person who would lead or provide services;

Part Three: Two pages per category that address your experience, specific skills, a general description of the work you would do should you be included on the list and selected for further work. These pages must also include not-to-exceed price quotations (usually hourly or daily rates) and references if different from those provided in Part One. Please note that there are a total of 15 categories. A prospective vendor may select one or more category. The vendor may indicate specific qualifications for subcategories (See Appendix One) under each of the 15 categories; however the submittal for Part Three may only be two pages per category, including one or all of the subcategories.

Qualifications and Quotations will be evaluated by the Family Policy Council based on the information requested above and must address all items for the proposal to be considered responsive.

Applicants will receive notice that they have, or have not, been selected for the Pre-Qualified Vendor List by August 15, 2007, or as soon thereafter as feasible for the Family Policy Council Staff.

Applicants may be asked for a more specific proposal, including a statement of work and proposed budget, for work identified by the Family Policy Council as need arises.

Section 5: Tier One Qualifications and Quotations Submittal Content

Part One (no more than five pages)

- a) Cover letter
- b) Contact information including the name and title of the person making the submittal, mailing address, phone and e-mail
- c) A list of the categories of Purchased/Personal Services you are applying for (please use the form provided as Appendix One in this RFQQ)
- d) Explanation of geographic availability – are you especially qualified to provide services in a particular part of the state or throughout the state?
- e) A list of general references with at least one full set of contact information
- f) Certification of the terms and conditions of the RFQQ and of the accuracy of information provided in the submittal (please use the form provided as Appendix One in this RFQQ)
- g) A description of general qualifications for working with the Family Policy Council partnership, including, but not limited to the following kinds of information:
 - 1) Experience working with the Family Policy Council and/or Community Network(s)
 - 2) Experience in community organizing, volunteer mobilization, or civic engagement in change processes
 - 3) Experience or qualifications for supporting local or state elected or appointed officials in policy or data analysis, policy development, strategic action planning and implementation, education, or communications, as relevant
 - 4) Experience or qualifications for working to improve rates of one or more of the following: child abuse, child neglect, domestic violence, youth violence, youth substance abuse, youth suicide, dropping out of school, teen pregnancy/male parentage
 - 5) Formal training or life experience in understanding and applying systems thinking to effect complex and dynamic factors and system outcomes
 - 6) Ability to meet deadlines, especially on a short time frame; Please give example(s) of how deadlines have been successfully met in the past

Part Two: A bio, resume or curriculum vitae for the person who would lead or provide services, if included on the list and selected for further work.

Part Three:

For each category relevant to your submittal, please provide qualifications and experience, a general description of the work you would do should you be included on the list and selected for further work, and a not-to-exceed quotation for that work. In the paper submittal, please indicate with an "X" mark on the form included in this RFQQ as Appendix One, the category and subcategories relevant to your experience that you would like the Family Policy Council to consider. The narrative for Part Three is limited to no more than two (2) pages per category regardless of the number of subcategories selected. Please include the following:

- The number of years and the nature of your experience in the specified category
- At least one example of how you used your skills and expertise with various groups
- At least one example of results from your work
- Professional training, education, credentialing or awards the applicant holds that would inform the Family Policy Council about qualifications
- Any other information that would inform the Family Policy Council about qualifications
- A list of clients that you have provided similar services for as an employee or as a consultant/contractor; please provide contact information for one or more clients for each category
- A not-to-exceed price quotation for work in the category. If the price of providing skills listed as subsets of the category would differ, please provide a not-to-exceed price quotation for each subset

The deadline for submittals of Qualifications and Quotations is August 13, 2007 by 4:30 p.m. Late submittals will not be accepted. Please submit to:

Bill Hall, RFQQ Coordinator
Family Policy Council
P.O. Box 45015 Olympia, WA 98504-5015
hallwf1@dshs.wa.gov



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Appendix One: Family Policy Council RFQQ Submittal Form

(Please include a completed form with your paper submittal to the Family Policy Council)

Contact information for the entity or person submitting the RFQQ

Name of person: _____
Name of entity: _____
Address: _____
E-mail: _____
Phone: _____
Alternate phone: _____

Certification

1. I have the ability to contractually obligate the person or entity applying via this RFQQ
2. I, or the organization I represent, has had no significant termination for performance of a contract for 5 years
3. I accept the Tier Two Candidate Selection process as described in this RFQQ
4. I accept the Family Policy Council's administrative requirements
5. If included on the Pre-Qualified Vendor List, I understand that I must agree to the Family Policy Council contract General Terms and Conditions prior to execution of a contract with the Family Policy Council

I hereby certify that the above information is true and correct

Signature

Printed Name

Date

Categories of Purchased/Personal Service Skill Types

In the paper submittal, please indicate with an "X" mark on this form, the category and subcategories relevant to your experience that you would like the Family Policy Council to consider. The narrative for Part Three of the submittal is limited to two pages per category regardless of the number of subcategories selected.

- ☐ 1. Communications
- ☐ Media Relations
 - ☐ Advertising – conception, production, placement in print, radio, TV, web and creative venues
 - ☐ Campaign strategy development and implementation
 - ☐ Values-based communication
 - ☐ Reaching/engaging youth leaders
 - ☐ Reaching/engaging multi-sector leaders
 - ☐ Reaching/engaging retirees
- ☐ 2. Database Design, Maintenance or Support
- ☐ Proficient in Access
 - ☐ Proficient in SPSS
 - ☐ Read and modify an SQL statement
 - ☐ Other _____

- ☐ 3. Data Gathering, Analysis and Presentation
- ☐ Data gathering – finding credible data that could help communities see population strengths, challenges, and trends more clearly
 - ☐ Writing surveys
 - ☐ Creating/facilitating focus groups
 - ☐ Interviewing
 - ☐ Data quality assurance – assessing the degree to which indicator data is valid and a useful indicator of an issue/fact
 - ☐ Qualitative Analysis
 - ☐ Quantitative Analysis
 - ☐ Analysis using messy data – generated in a community context, not a research context
 - ☐ Effective Analytical Methodology; please describe the breadth of your experience in your narrative
 - ☐ Statistical Analysis using SPSS
 - ☐ Statistical Analysis using Access/Excel
 - ☐ Effective Reporting Methods; please describe methods you have used and found to be effective with lay audiences in your narrative
- ☐ 4. Direction of Adult Education Resources in Decentralized Learning Organization
- ☐ Education planning
 - ☐ Application of adult education principles and models
 - ☐ Values-based resource deployment
 - ☐ Outcome focused education
 - ☐ Prioritizing educational investments over time to effect systemic change
 - ☐ Driving resources to create incentives for learning among many partners in a complex system
 - ☐ Application of systems thinking in a learning organization
 - ☐ Creating incentives and rewards to engage others in leading educational endeavors, including self organized mentoring, teaching/speaking, supporting communities of practice, etc.
- ☐ 5. Educational Event Management
- ☐ Event promotion – fliers, outreach plan, dissemination of information, etc.
 - ☐ Event design – location, form, agenda, learning environment
 - ☐ Speaker recruitment and retention -- recommendations for speaker/workshop focus and content, recommendations for leveraging limited resources, speakers' contract specifics
 - ☐ Logistics Support pre-event – negotiations with hotel, catering, speaker travel
- ☐ 6. Evaluation – for Programs and Comprehensive Community Initiatives
- ☐ Logic Model
 - ☐ Theory of Change
 - ☐ Qualitative Evaluation Methods
 - ☐ Quantitative Evaluation Methods
 - ☐ Participatory Evaluation
 - ☐ Assessing system integration
 - ☐ Developing reports that help residents and professionals learn and improve future investments
- ☐ 7. Meeting Design and Facilitation
- ☐ General – planning or decision making meetings
 - ☐ Open Space Technology
 - ☐ World Cafe
 - ☐ Jigsaw
 - ☐ Mediation/conflict resolution
 - ☐ Graphic Facilitation
 - ☐ Design/facilitation of highly political public meetings
 - ☐ Convene/facilitate think tanks
 - ☐ Designing dialogue questions and processes that foster learning, leadership and community resilience
 - ☐ Troubleshooting dysfunctional meetings, recommending process solutions
 - ☐ Other, please specify _____
- ☐ 8. Operational Auditing
- ☐ 9. Policy Analysis/Advice
- ☐ 10. Public Will Development

- ☐ Narrative power analysis
- ☐ Trend analysis
- ☐ Scenario planning
- ☐ Influence mapping
- ☐ Capacity building – leadership, motivating people to focus on what matters
- ☐ Organizational capacity building
- ☐ Social movement capacity building
- ☐ Story development to motivate action and expand hope
- ☐ Opposition research
- ☐ 11. Resource Materials
 - ☐ Library Organization
 - ☐ Literature Review – adding resources that will inform the work
 - ☐ Labeling and Filing
- ☐ 12. Service system mapping and analysis
 - ☐ Engaging providers in collaborative system mapping
 - ☐ Literature review and synthesis into clear briefing materials
 - ☐ Gathering program information from grant makers or providers
 - ☐ Analyzing the degree to which available programs are directed to the problems and severity in a certain community, or for a certain time period
 - ☐ Analyzing the degree to which categorical funding limitations affect outcomes
- ☐ 13. Strategy development focused to amplify the impact of social change and expand public engagement
 - ☐ Integrate message, strategic planning and organizing
 - ☐ Reaching/engaging youth leaders
 - ☐ Reaching/engaging multi-sector leaders
 - ☐ Reaching/engaging retirees
 - ☐ System modeling or other means for identifying strategic leverage points for investing time, expertise and money that will lead to exponential improvements
 - ☐ Scenario Planning
- ☐ 14. Training/Technical Assistance
- ☐ 15. Web Design Consultation
 - ☐ User friendly navigation that is consistent with state standards and organizational brand
 - ☐ Internet based client services and communication